



Travel Information Form

Please fill out the following form so we can prepare your accommodations for training. Email the completed form to Karolina.Skyba@keyence.com as soon as possible!

*** Required**

*** Full Legal Name (First, Middle, Last):** _____

Preferred Name (if different): _____

This will be used for your company email address, business cards, and internal phone directory.

*** Date of Birth:** _____

*** Email Address:** _____

*** Phone Number:** _____

*** Street Address:** _____

*** City:** _____

*** State:** _____

*** Zip:** _____

*** If your current residence is within driving distance of your training location, would you like to drive your own car? _____**

*** If your current residence is within driving distance of your training location, would you like to stay at home? _____**

If flying into your training location the day before your start date, please indicate your preferred flight time (i.e. morning, afternoon, evening) and nearest airport:

Preferred Flight Time: _____

Nearest Airport: _____

*** Avis Wizard Number:** Sign up for an AVIS account using the link below. Please **do not** select the **GPS, gas service,** or **insurance options** on the application. You will receive a Wizard Number during this process that will be **required for registering your travel.**

<https://www.avis.com/car-rental/profile/go.ac?D042700>

*** AVIS Wizard Number:** _____